

MINUTES OF BLAISDELL MEMORIAL LIBRARY TRUSTEES MEETING

December 6, 2023

Trustees Present: Jen Phillips, Debbie Ricker, Allison Friend-Gray, Karyn Quinn, Kate Ver Ploeg

Others Present: Amanda Stevens, Interim Library Director

Members of Public: None

The meeting was called to order at 4:35PM.

Policy Updating/Current Tasks

- Budget Information/Updating: Jen and Amanda presented the proposed operating budget to the Budget Committee on November 16. The Town Administrator presented the Town Budget to the Budget Committee on November 30; Jen attended to answer questions on the library portion if necessary.
- Parking Lot Study update: CMA Engineers completed the survey. Followed up with an email to setup a meeting with Jen and Amanda to review the existing conditions survey for accuracy and discuss project planning. Jen will reach out to Roland's Sewer Service to see if they are able to provide any assistance with the limits of the leach field.
- ADA Compliance/Lift Update: lift passed the State inspection on November 29 and is now in use.

Secretary Report:

- November 15 meeting minutes were reviewed. Allison moved, and Kate VP seconded, to accept the minutes as amended (replace "SelectBoard" with "Select Board"). All voted in favor.
- November 28 special meeting minutes were reviewed. Kate VP moved, and Deb seconded, to accept both the public and nonpublic minutes as submitted. All voted in favor.

Treasurer's Report:

- None received.
- Discussion on the Operating budget remaining for 2023 and end of year accounting.

Director's Report:

- Two new office chairs were ordered.
- A community member has offered to provide/manage a Santa letter box at the library during the next holiday season. Needs further discussion and consideration of logistics/optics.
- The Polar Express event is very popular. Moving upstairs next year to accommodate a larger group.
- Coffee Hour is growing. 10 people attended today.
- Town holiday parade had great weather.

- Staff Development day is scheduled for January 18. BML staff will participate with the Town in their ALICE training session that morning. Considering having a presentation for staff on cyber security for the afternoon.
- Instagram and TikTok accounts were created.
- Allison motioned to add the director's report. Kate VP seconded the motion. All voted in favor.

Friends of Library Report:

- The Scottish Tea scheduled for December 3 was wonderful. Entertainment was lovely (dancing, fiddle/bagpipe). Left decorations up in the Community Center kitchen for the Legacy Leaders luncheon in a few weeks.
- A third Little Free Library has been built/donated. It is quite large. A location is still to be identified (looking in W. Nottingham). The LFL at the Community Center is seeing better turnover.
- High Mowing Seed Sale fundraiser will start on December 14 and will run through January 20.

Old Business:

- None

New Business:

- Monthly Tasks:
 - Present budget to Budget Committee
 - Holiday Parade
- Volunteer/Contactor holiday cards were signed
- Town Deliberative Session – Saturday, February 3 (Saturday, February 10 snow date). Please mark calendars and try to attend.
- Kate VP motioned and Allison seconded to accept any and all donations. All voted in favor.

Public Comments: none

Next meeting: Wednesday, January 17 at 5:30pm

Allison moved to adjourn, and the meeting ended at 5:44PM.

Respectfully submitted,

Debbie Ricker

Approved on January 17, 2024